

BIO 1007-100 - Anatomy & Physiology I - Online
Syllabus
Dr. Sue Caley Opsal
Fall 2022

This class consists of a lecture component and a lab component. It is important that online students understand they are expected to learn the same content that f2f students learn in this class. Expect to spend at least 12-15 hours per week on the learning objectives in order to do well in this class.

IMPORTANT: Although this is an online course, any number of things can hinder the learning process. We are still in a pandemic, which can adversely affect any one of us and make our time together this semester disruptive. If you are struggling in any way, whether it be illness, caring for a spouse, child, or parent, or having your own personal or health issues that are interfering with your learning, please reach out to me so I can assist you in successfully completing the course. Additionally, IVCC has a variety of student resources to help with a wide range of issues.

Instructor - Contact Information:

Dr. Sue Caley Opsal

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Life Sciences Lab Phone: 815-224-0308

www.youtube.com/professoropsal



Office Hours A-326

MW – 7:00-7:50 a.m.

Mon. – 12:00-1:00 p.m.

Tue. – 11:00-11:50 a.m.


2:00-3:00 p.m.

*Zoom meetings by request

Prerequisites: If this is your first online class at IVCC an online orientation course is required. To learn more and watch a video that describes the importance of completing this orientation go to: <https://www.ivcc.edu/onlinelearning/onlineorientation.php>

Required Course Materials:

1. **Inclusive Access.** Comes with the e-text and many other online resources accessed through our course BlackBoard. The text is “*Seeley’s Essentials of Anatomy & Physiology, 11th edition*” by VanPutte, Regan, & Russo. 2021. McGraw-Hill, Dubuque, IA.
2. **Lab Manual (IVCC Bookstore):** Wise, E. 2020. 12th Ed. *Seeley’s Anatomy & Physiology Lab Manual* - Note: You **must** purchase this lab manual and not a different one. It is available for a very low price in the IVCC bookstore. It will be used in second semester A&P (BIO 1008) also.

3. **Lab Kits** – available for pickup in Jacobs Library starting the second week of class (must be returned at end of semester – a detailed list of items will be included in the kit with what must be returned).
4. **Lecture PowerPoint Packet (IVCC Bookstore – may also be downloaded in BlackBoard)***
5. **Lab Checklist Packet (IVCC Bookstore – may also be downloaded in BlackBoard)***
6.  Additionally, you will need a personal computer with a webcam and access to the internet. If you do not have a webcam let me know at the start of the semester – it is required for taking exams. Your computer must be capable of downloading **Respondus Lockdown Browser** for taking exams/quizzes. To download Respondus Lockdown Browser use the following link (don't just google it):

<https://download.respondus.com/lockdown/download.php?id=328538650>

Technology: If you need assistance with technology, you can call the Student Help Desk at 815-224-0318. Visit <https://www.ivcc.edu/studenthelpdesk/> to get more information. Additional student resources at IVCC can be found at <https://www.ivcc.edu/learningresources/>

Some Tips for Online Learners:

- Take notes on the instructor packet provided for lecture and lab – these are essentially the “checklists” of information that you will be tested on
- Complete homework on time to avoid point deductions for late and missed work
- Develop a schedule to complete online work and stick with it
- Set aside short chunks of time to reflect on your notes and assignments
- Keep your computer monitor at a height that requires you to look up at it while studying to increase focus and reduce fatigue
- Take breaks from studying about every 30-45 minutes – go for a walk or do something to get your blood pumping for at least 10-20 minutes – the literature suggests exercise improves learning
- Repetition helps solidify information – assignments are set to allow multiple attempts – take advantage of this whenever possible to reinforce learning
- Immerse yourself in the course content and talk to others about what you are learning
- Use multiple senses (touch, vision, hearing, etc...) to aid learning (a lab kit is provided to you this semester to help you accomplish this)
- Make sketches of structures or processes to reinforce learning
- Be curious – ask questions!
- Relate your studies to your own experiences or that of others
- Stay organized -- if you are not naturally organized ask for tips
- Set reminders/alerts on your phone of upcoming due dates, test dates, and quizzes

- Become familiar with the Academic Support Center in the library – peer tutors are often available for this class and new lab models are available to use or check out for studying if you are on campus
- Get to know someone new, even though it won't be easy from a distance – it is possible to build a community of learners online
- If you are struggling – get help from Dr. Caley Opsal as soon as possible

COURSE DETAILS

1. Attendance Policy: No synchronous events are required for this course. However, I reserve the right to withdraw any student who fails to complete the online work -- generally this means a student who has missed completing 2 consecutive weeks of assignments, quizzes, or exams.

2. Classroom Etiquette: The IVCC student handbook contains policies related to student rights, academic integrity, and student code of conduct. I expect students to be respectful in any online postings, emails, or phone conversations with me or other students. I also expect students to complete *their own work* with integrity. Cheating is not tolerated and I do check the video monitoring of exams.



IMPORTANT!

Cell phones or other electronic devices are not allowed in the room with you while you are taking exams or quizzes.


3. Exams and Make-up Policy: All exams and quizzes will be open during a specific block of days. As a general rule, lecture exams will open on Tuesday and close on the following Friday at midnight (see specific dates in the schedule). Lab exams will open on Fridays and close on the following Tuesday at midnight (specific dates are in the schedule). Students who miss an exam need **my approval** to do a make-up. I may ask for documentation from a physician indicating a student was too ill to complete the exam during that time. *Missed quizzes and generally missed assignments may not be made up under any circumstances.*

4. How this Online Class is Structured: Like the f2f BIO 1007, the online A&P course has a lecture content component and a lab content component. There is much overlap between the two; however, in general lecture tends to deal with the physiology (how the body functions) and lab deals with the anatomy (identifying the structures of the body). In Blackboard, I organized the lecture content in one folder and the lab content in a different folder. If you do the items in each folder in order from top to bottom using your lecture Powerpoints for lecture content and the lab checklist and lab manual for lab content, that will work best. Each week you

should be doing both lecture and lab assignments. I've included a general schedule of topics to guide you on what material you should be studying each week. I estimate that you should spend between 12 to 15 hours per week on the course objectives. There is a required lab kit available to be picked up in the Life Sciences lab to enhance your learning of lab content – it contains a mini-skeleton, sheep brain specimens, and beef eyes for dissection, among other items. **There are 2 assignments that require the specimens in this kit.** *You must pick up this kit in Jacobs Library on main campus after the second week of classes (I will send you a notification when the kits are ready).* Please note these items must be returned to IVCC by the end of the semester! If you have questions about the lab kit or have difficulty picking up your kit, you can call me or the Life Sciences lab at 815-224-0308.

5. Academic Integrity: Respondus Lockdown Browser with monitor is required for taking exams and you will need to learn how to perform an acceptable **environment check** — a video recording of you showing your surroundings -- before you can start each exam. Students who fail to follow this protocol or students who cheat on exams/quizzes will receive a zero for that assessment and be subject to further disciplinary action, including withdrawal from the course, at my discretion. Use of paper notes in proximity of your testing area, digital resources, internet, audio, other individuals in the room, electronic devices, or any other type of outside assistance during exams is strictly prohibited. Please note that plagiarism is an example of academic dishonesty. Lack of academic integrity will hinder your learning and tarnish your academic reputation. Refer to the IVCC student handbook for more details. Remember that if you are struggling at any point in the semester, do not resort to cheating. Instead, reach out to me for help and I will be happy to assist you.

6. Grading: Methods of instruction include instructional videos, lab assignments (dissections), virtual labs, SmartBook assignments, lab video demonstrations, practice quizzes, and review exercises. Students will be evaluated based on performance on **lecture exams, quizzes, and assignments.**

<p>Grade distribution will be as follows:</p> <ul style="list-style-type: none"> ▪ Lecture exams (400 pts.) ▪ 6 Lab quizzes (300 pts.) ▪ Connect assignments (295 pts.) ▪ Lab dissections (40 pts.) <p>*Point totals subject to change</p>		<p>Course grading scale:</p> <p>A = 90 - 100 %</p> <p>B = 80 - 89 %</p> <p>C = 70 - 79 %</p> <p>D = 59 - 69 %</p> <p>F = less than 59 %</p>
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Note: Quiz make-ups are not allowed.

Grades are calculated on a total-points basis. Note: You can view your grade in Blackboard but it may not be accurate if you fail to do an assignment and it does not register a grade after the due date. This will overly inflate your average so be mindful of that.

In the final evaluation of your grade **class participation** and **effort** will be taken into consideration for those students very close to having earned the next higher grade. Blackboard tracks your participation in the course and if you reach out to me when you have questions or you are struggling, I will have an idea on how things are going for you in the course.

7. Auditing the Course: Audit students are required to participate in all exams and quizzes and must obtain a point total equal to 70% or higher at the end of the course. The same attendance policy applies to audit students.

8. Withdrawal from the Course: The final day to withdraw from this course is ***Wednesday, November 2, 2022.***

9. Life Sciences Lab – A-101, main campus: Although you are enrolled in an online course, you are welcome and encouraged to visit the Life Science lab at IVCC. We have an “open lab” policy, which means that even when classes are being conducted students are allowed to be in the lab studying models and other lab resources quietly in certain designated areas. Throughout the semester there will be numerous lab resources out for you to view and instructors are available to help you with course content. I highly recommend you come to lab to study even though this course is online. If you do come, please be aware that no food, drink, or tobacco products are allowed in the lab and you must wear close-toe shoes in lab. Due to safety concerns, children are not allowed in the life sciences lab. These policies will be strictly enforced.

10. Disability Services at IVCC: This course is designed to support diversity of learners. My hope is to create an inclusive and accessible environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy tina_hardy@ivcc.edu (224-0284) can help determine what type of services and supports are offered.

Last Updated August 28, 2022

**BIO 1007-100 Anatomy & Physiology I Online
Schedule - Fall 2022**

Dates	LECTURE TOPICS	LAB TOPICS	Notes
Week 1 Aug. 15	Ch. 1 The Human Organism	Ex. 1 Body Organization & Terminology; Major Organs of the body	
Week 2 Aug. 22	Ch. 2 The Chemical Basis of Life Ch. 3 Cell Structures & Their Functions	Ex. 2 Microscopy Ex. 3 Cell Structure & Function	
Week 3 Aug. 29	Ch. 3 Cell Structures & Their Functions	Ex. 3 Cell – Membrane Transport experiments	
Week 4 Sept. 5	Ch. 4 Tissues	Lab Practical 1 (Ex. 1, 2, 3) Sept. 2-6 Ex. 7 Appendicular Skeleton	Labor Day Holiday Sept. 5: College closed
Week 5 Sept. 12	Ch. 5 Integumentary System Lecture Exam 1 (Ch. 1-5) Sept. 13-16	Ex. 7 Appendicular Skeleton	
Week 6 Sept. 19	Ch. 6 Skeletal System	Lab Practical 2 (Ex. 7) Sept. 23-27 Ex. 9 Axial Skeleton - Skull	
Week 7 Sept. 26	Ch. 6 Skeletal System Ch. 7 Muscular System	Ex. 8 Axial Skeleton – Vertebrae, Sternum	
Week 8 Oct. 3	Ch. 7 Muscular System	Lab Practical 3 (Ex. 8, 9) Oct. 7-11 Ex. 12-15 Muscles	Fri. Oct. 8 Development Day – No classes
Week 9 Oct. 10	Ch. 7 Muscular System Lecture Exam 2 (Ch. 6-7) Oct. 11-14	Ex. 12-15 Muscles	
Week 10 Oct. 17	Ch. 8 Nervous System	Ex. 12-15 Muscles	
Week 11 Oct. 24	Ch. 8 Nervous System	Lab Practical 4 (Ex. 12-15) Oct. 28-Nov. 1 Ex. 18 Spinal Cord & Somatic Nerves	
Week 12 Oct. 31	Ch. 8 Nervous System	Ex. 17 Nervous System – Brain & Cranial Nerves	

Dates	LECTURE TOPICS	LAB TOPICS	Notes
Week 13 Nov. 7	Ch. 8 Nervous System Lecture Exam 3 (Ch. 8) Nov. 8-11	Lab kit: Sheep brain assignment	Tues. Nov. 8 – Election Day – College Closed Friday Nov. 11 Veterans Day – College Closed
Week 14 Nov. 14	Ch. 9 Senses	Lab Practical 5 (Ex. 17, 18) Nov. 18-22 Ex. 22 Eye & Vision	
Week 15 Nov. 21	Ch. 9 Senses	Lab kit: Beef eye dissection assignment Visual tests Ex. 23 Ear Hearing & Balance	Thanksgiving Break Wed. through Friday – College Closed
Week 16 Nov. 28	Ch. 10 Endocrine System	Lab Practical 6 (Ex. 22, 23) Dec. 2-6	
Week 17 Dec. 5	Final Lecture Exam (Ch. 9 & 10) Dec. 6-9		

*Schedule – including exam dates -- subject to change.